



# RKDF UNIVERSITY RANCHI

ARGORA, KATHAL MORE ROAD, DHIPATOLI - PUNDAG, RANCHI – 834004

## Application for obtaining Duplicate Marksheet

PHOTO

1. Student Name : \_\_\_\_\_
2. Enrollment No. : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Course : \_\_\_\_\_
5. ABC ID : \_\_\_\_\_
6. Contact No : \_\_\_\_\_

7. Details of Examination Passed for which applying for Marksheet:

Examination Passed	Year of Passing	CGPA/Percentage	Department

10. Reasons for applying for Duplicate Marksheet: \_\_\_\_\_

11. Fee Paid Details:

Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Dated: \_\_\_\_\_

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### Office Notes

Received By  
(Date)

Checked By  
(Date)

Prepared By  
(Date)

### **DECLARATION BY THE APPLICANT**

I declare that the above particulars are true to the best of my knowledge and belief. If any statement is found to be incorrect, I understand that my application is liable to be rejected. I submit herewith the Police Report, and the Affidavit as required under rules.

**Full Signature of the Applicant with Date**

### **RECOMMENDATION OF THE HEAD OF THE DEPARTMENT**

Certified that Shri / Smti ..... is / was a bonafide student of this college/deptt. The candidate may be allowed to obtain a Duplicate Mark-sheet from the University as prayed for.

Forwarded to the Controller of Examinations

**Date:**

**Signature of the HOD  
(with seal)**

### **RULES FOR OBTAINING DUPLICATE CERTIFICATE**

1. Issue of Duplicate Certificate may be considered if the Original Certificate is lost by theft, burning or otherwise destroyed.  
In that case, this prescribed application completed in every respect should be accompanied by –  
(i) **AN AFFIDAVIT** sworn before an Executive Magistrate/Judicial Magistrate (Class-I) by the applicant himself. The deponent must state in the affidavit (a) the name of the Certificate/Diploma (b) Roll No. (c) Year of passing (d) the College/department from where he/she passed the examination (e) the date & place of loss and (f) the circumstances under which the Certificate was lost or damaged.  
(ii) **FIR** (copy of the information lodged with the Police) OR a certified extract from the Police Diary containing the entry of the information lodged, with the seal of the Police Officer and the Police Station. In the Police Report also (a) the name of the Certificate (b) Roll No. (c) Year of passing (d) the College/department from where he/she passed the examination must be mentioned. Police Report should contain the G.D.E. No. & Date (of the Police Station).
2. Duplicate Certificate may also be issued, when original certificate is defaced or mutilated or partially burnt /damaged and if the Certificate is surrendered to this office, giving convincing grounds, along with the application and necessary fees.
3. This application form duly filled in and countersigned, should be submitted to this office together with the prescribed fees and necessary documents as mentioned above. Besides this, the applicant shall be required to enclose with the application (1) duly attested Photocopy copy of the Marksheet of the concerned Examination.
4. **Amount of fees payable is Rs. 500 per marksheet requested for.**